

Annual Requirements for USDA Child Nutrition Programs for 2022-23

National School Lunch Program (NSLP)

To ensure program compliance, please distribute a copy of this calendar to each staff person responsible for completing the following tasks.

Retain documentation for three (3) years plus the current year of operation for audit compliance.

Requirement	Due Date	Initials	Date Completed
<p>USDA Child Nutrition Program Online Contract</p> <p>Update/renew the USDA Child Nutrition Program Contract with DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/contracts) The contract must be updated before each school year.</p> <p>The school year is defined as July 1 – June 30.</p> <p>Approval of contracts will not begin until after the DPI system roll-over in July. For assistance with contract renewal and specific dates, please reference the Contract Manual.</p> <p>https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/online-contract-manual.pdf</p>	June 10, 2022		
<p>Community Eligibility Provision (CEP) () N/A</p> <p>To participate in CEP, the CEP agreement and eligibility worksheet are due by August 31, 2022. Once approved, it is only necessary to reapply once every four (4) years. For current CEP sites, the Annual Intent Form form is required. This form notifies the SNT if the school food authority (SFA) will continue in CEP or will modify the claiming percentage or participating schools. https://dpi.wi.gov/school-nutrition/community-eligibility-provision</p> <p>For the 2022-23 school year, the Wisconsin Department of Public Instruction applied and was approved for a waiver to extend CEP deadlines.</p>	August 31		
<p>Food Service Management Company, Vended Meals, or Joint Agreement () N/A</p> <p>Submit new Food Service Management Company (FSMC) contract, Vended Meals Agreement, or Joint Agreement (including any applicable renewals) to DPI. Upload the upcoming school year's signed vended meals or joint agreement into the Child Nutrition Program Online Contract. Email, mail, or fax the completed FSMC contract to DPI. DPI approves agreements before the online contract is approved</p> <p>Before entering into a Food Service Management Company contract, SFAs must use a Request for Proposal (RFP) DPI Template (https://dpi.wi.gov/school-nutrition/program-requirements/procurement). The RFP process requires DPI approval at multiple steps and takes an average of three months to complete. Please email dpifsmc@dpi.wi.gov or call 608-267-9228 for additional information and approval.</p> <p>The DPI Templates for Vended Meals Agreement or Joint Agreement must be used (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/templates).</p> <p>For Vended Meals Agreements, a copy of vendor's current restaurant license must be submitted to DPI.</p>	June 10, 2022		

Requirement	Due Date	Initials	Date Completed
<p>Paid Lunch Equity Tool (PLE) and Survey</p> <ol style="list-style-type: none"> 1. All SFAs must complete the PLE Survey by June 10, 2022. This is a separate form from of the PLE tool. 2. If your SFA has completed the PLE survey and had a negative, zero or positive balance for the Nonprofit School Food Service Account (Fund 50) as of December 31, 2021, you do not need to complete the PLE tool. 	June 10, 2022		
<p>Free and Reduced Price Meal Applications</p> <p>School meal applications certify children for free and reduced price meals. A student's free and reduced price meal eligibility establishes eligibility for other purposes, such as state reporting, Wisconsin School Day Milk Program, and P-EBT.</p> <p>Print the current year's applications for free and reduced price meals/free and update with the school's information. Distribute between July 1 and the beginning of the school year to <u>ALL</u> households, unless household is certified free through Direct Certification prior to distributing applications. Remember, the application for the upcoming school year cannot be posted or distributed prior to July 1.</p> <p>The Free and Reduced Price Meal Application Materials include an updated prototype application, instructions, parent notification letter, notice of Direct Certification letter, and other related forms. https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility</p> <ul style="list-style-type: none"> • Process completed applications within ten (10) operating days after the date of receipt. • Send notification to households with students who are eligible for free or reduced price meals and to households that are denied benefits. • The Determining Official (DO) must sign and date all applications. • File all approved and denied applications at the SFA, along with any other documentation supporting eligibility of benefits and retain for three years plus the current school year. <p>If the SFA uses a web-based application, the web-based vendor must be approved by DPI prior to distribution of the application to households. The approved vendor list is updated annually.</p>	After July 1 and before the start of the school year.		

Requirement	Due Date	Initials	Date Completed
<p>Direct Certification (DC)</p> <p>Conduct a full-enrollment DC run as the first run of the school year. Keep the original matched file, securely, in paper or electronic format, for three years plus the current school year. https://dpi.wi.gov/school-nutrition/program-requirements/direct-certification</p> <p>Send notification letters to households categorically eligible for free or reduced price meals. Prototype DC letters are available on the Free and Reduced Price Meal application webpage. https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility</p> <p>SFAs are required to conduct a full enrollment DC run a minimum of three times per school year: once at the beginning of the school year, three months after first run, and six months after first run, per USDA SP 31-2011. In addition to the three minimum DC runs required by USDA, a full-enrollment DC must be completed on or before April 1 to reflect enrollment information on April 1. This data is compiled for a USDA report and is used to determine which schools qualify for CEP.</p> <p>SFAs are encouraged to run DC more frequently and when new students enter the district. The matching database is updated weekly.</p>	<p><i>First Run:</i> At or near beginning of school year (July – August)</p> <p><i>Second Run:</i> Three months after first run (October – December)</p> <p><i>Third Run:</i> Six months after first run (January – March)</p> <p><i>April 1 Run:</i> If third run is not completed near April 1, a fourth run close to or on April 1 must be completed</p>		
<p>Benefit Issuance List (BI)</p> <p>Gather benefit documentation including: Free and Reduced Price Meal applications, DC lists, documentation designating students as homeless by the school district’s homeless liaison, documentation designating students as migrant by state migrant coordinator, and documentation for foster, runaway, and Head Start students. Create and maintain a BI list noting the student’s name, benefit status, date of determination, and benefit determination source (i.e., DC or application).</p> <p>For SY 2022-23, the individual student eligibility reflected on the BI list should be the <i>most current eligibility information available</i>. Due to the previous carry-over pause, the most recent determination could be from 2019-20, 2020-21, or 2021-22.</p> <p>Carryover benefits from the prior school year are in effect for the first 30 operating days of school or until new benefit documentation is received—whichever comes first.</p> <p>Carryover benefit guidance is found in the Eligibility Manual for School Meals https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility. An Example Benefit Issuance List can be found online https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/beniss_ex.pdf.</p>	<p>Prior to start of school year</p> <p>Updates are made throughout the year.</p> <p>Update the list as new benefit documentation is received, as new students arrive, and/or when benefits change due to verification.</p>		

Requirement	Due Date	Initials	Date Completed
<p>Unpaid Meal Charge Policy</p> <p>The most current version of the SFA's Unpaid Meal Charge Policy is provided in writing (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year. The policy must be provided in writing to any households transferring to the SFA during the school year. Posting the policy to the school's public website does not meet the requirement.</p> <p>The policy is provided in writing to all school or SFA-level staff who are responsible for policy enforcement. Provide the policy to principals and district administrators to ensure the policy is supported and applied consistently.</p> <p>It is highly encouraged to review the policy content on a regular basis, such as annually, and update the policy accordingly.</p> <p>Unpaid Meal Charge Policy Resources can be found on the financial management webpage. https://dpi.wi.gov/school-nutrition/program-requirements/financial-management.</p>	<p>Prior to the start of school year</p> <p>Review and update regularly, such as annually.</p>		
<p>Public Release</p> <p>Send the current year's public release for free and reduced price meals/free milk to local media and grassroots organizations that reach minority or under-represented groups. SFAs are required to send the public release to local media but are not required to pay to have it published.</p> <p>In addition, SFAs should send the release to major employers contemplating or experiencing large layoffs and local unemployment offices, as applicable. At the SFA, maintain a copy of the materials sent and a list of to whom the materials were sent.</p> <p>Public Releases are located on the SNT website Free and Reduced Meal Eligibility webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility)</p> <p>A Public Release for SFAs Operating as a Mixed District with CEP is available. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/cep-mixed-district-public-release.doc)</p> <p>A Public Release for SFAs Operating Special Milk Program (SMP) Pricing Plan-Free Milk Option is available for SFAs participating the SMP. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/smp-public-release.docx)</p>	<p>Prior to start of school year</p>		
<p>And Justice for All Poster</p> <p>Display an <i>And Justice for All</i> poster in areas where the program is administered (cafeteria, classroom, meal cart). The poster must be posted in a way that is visible and easy to read for program participants. If new or additional posters are needed, please contact the DPI SNT at 608-267-9228 or email dpifns@dpi.wi.gov.</p> <p>Per USDA Memorandum SP 14-2020, the <i>And Justice for All</i> (AJFA) poster must be prominently displayed at all facilities and locations that distribute meals, which includes meal pick-up locations for students learning virtually. Meals delivered from stationary vans or buses should display the AJFA poster. For vehicles making door-to-door drop deliveries at homes and businesses, the AJFA poster does not need to be displayed.</p>	<p>Prior to start of school year</p>		

Requirement	Due Date	Initials	Date Completed
Food Safety Plan Conduct annual review of school-level Food Safety Plan(s) and include any necessary updates. <i>(https://dpi.wi.gov/school-nutrition/program-requirements/food-safety)</i> SNT recommends scheduling food safety training for staff and volunteers before the start of the school year.	Prior to start of school year		
Food Service Annual Financial Report (AFR) Complete and submit the Food Service Annual Financial Report for the prior fiscal year (July 1 – June 30). <i>(https://dpi.wi.gov/school-nutrition/program-requirements/reporting)</i> The October lunch claim cannot be entered online until the Food Service Annual Financial Report is submitted.	August 31, 2022 Portal opens first week of July October claim for reimbursement cannot be submitted until the report is complete.		
Wisconsin School Day Milk Program Claim () N/A Submit the Wisconsin School Day Milk Program (WSDMP) claim to DPI for the prior school year. <i>(https://dpi.wi.gov/school-nutrition/program-requirements/claiming)</i> The October lunch claim cannot be entered online until the WSDMP claim is submitted. Additional WSDMP Claim Resources can be found online. <i>(https://dpi.wi.gov/school-nutrition/programs/milk-programs/wisconsin-school-day-milk)</i>	August 31		
Elderly Nutrition Program Claim () N/A Submit the Elderly Nutrition (EN) Program Claim to DPI for the prior school year. <i>(https://dpi.wi.gov/school-nutrition/program-requirements/claiming)</i> The October lunch claim cannot be entered online until the EN claim is submitted.	August 31		
Afterschool Snack Program () N/A Complete Afterschool Snack Program Onsite Monitoring Form and keep on file at the SFA. <i>(https://dpi.wi.gov/school-nutrition/programs/afterschool-snack)</i>	Two reviews each school year. First review required within first four weeks of snack service.		
Civil Rights Training Complete the annual Civil Rights Training for staff involved with USDA Child Nutrition Programs . <i>(https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights)</i> . This includes school staff (permanent, temporary, fill-in), volunteers and food service staff. Maintain a copy of the training and attendance log at the SFA.	Beginning of school year, or prior to start (after July 1, 2022).		
Civil Rights Compliance Self-Evaluation (PI-1441)	October 31		

Requirement	Due Date	Initials	Date Completed
Complete the Civil Rights Compliance Self-Evaluation Form and keep on file at the SFA. (https://dpi.wi.gov/school-nutrition/program-requirements/civil-rights)			
<p>Verification – Start verification process. SFAs that collect household free and reduced price meal applications in SY 2022-2023 are required to conduct verification. The sample size used to conduct verification activities is based on the number of approved applications on file as of October 1, 2022.</p> <ul style="list-style-type: none"> • <i>Verifying Official</i> determines how many free and reduced price meal applications were APPROVED on or before October 1 (carryover applications should not be included), calculates how many free and reduced price meal applications need to be verified, and selects verification sample from the pool of applications that were APPROVED on or before October 1. • <i>Confirming Official</i> conducts confirmation review on the free and reduced price meal applications that were selected for verification only, signs, and dates the bottom of the application. • <i>Verifying Official</i> sends letters to households selected for verification. The template “We MUST CHECK your application” letter is on the DPI SNT website. <p>Additional Verification Resources, including a verification tracker form, can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/verification)</p> <p>Note: Mixed CEP districts MUST conduct verification on the non-CEP sites (those accepting F/R applications) within the district.</p>	On or after October 1 Guidance to SFAs for beginning Verification before October 1 can be found in USDA memo SP42-2017 . (https://www.fns.usda.gov/school-meals/beginning-verification-october-1-guidance-local-educational-agencies)		
<p>Verification – Verifying Official reviews verification materials.</p> <ul style="list-style-type: none"> • Review documents submitted by each household selected for verification. Follow-up with any households that did not respond to verification request. (https://dpi.wi.gov/school-nutrition/program-requirements/verification) • Send letter to households selected for verification to let them know the results (template “We HAVE CHECKED your application” letter is on DPI website). • Submission of Verification Collection Report (VCR) is recommended at the conclusion of verification activities. The portal opens November 1 and the VCR is due February 1. 	Between October 1 and November 15		
<p>Verification – Update benefits on Benefit Issuance list using specific dates.</p> <p>Make any necessary benefit changes as a result of verification on the benefit issuance list and in point of service (POS) system.</p>	Upon completion of the verification process		
<p>FNS-10 Report</p> <p>The FNS-10 Report includes enrollment data and the number of approved free and reduced students as of the last day lunch was served in October (https://dpi.wi.gov/school-nutrition/program-requirements/reporting). The October lunch claim cannot be entered online until FNS-10 data is submitted to DPI.</p>	Portal opens November 1 October claim for reimbursement cannot be submitted until the report is complete.		

Requirement	Due Date	Initials	Date Completed
FNS-828 Paid Lunch Price Report (PLP) Submit the Paid Lunch Price Report to DPI. (https://dpi.wi.gov/school-nutrition/program-requirements/reporting) The Paid Lunch Price Report includes the most frequently charged student lunch price for each grade level category (elementary, middle/junior high school, high school). <i>Submission of this report is required even if non-pricing. The Paid Lunch Price Report Instructions have been updated. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/paid-lunch-price-report-instructions.pdf)</i>	Opens November 1 Due November 15 October claim for reimbursement cannot be submitted until the report is complete.		
FNS-742 Verification Collection Report (VCR) The FNS-742 VCR report can be submitted any time between November 1 and February 1. (https://dpi.wi.gov/school-nutrition/program-requirements/verification) Please note, the verification process is required to be completed by November 15. Verification materials and results should be filed at the SFA. If your SFA did not receive any USDA Free and Reduced-Price Meal Applications as of October 1, 2021, the verification process is not required, but the VCR is still submitted. In this case, to submit the VCR, complete sections 1-3, section 4 will be all zeros to show no applications were on file as of October 1. Since your SFA is exempt from the verification process, mark 5-1 for section 5 and submit.	Opens November 1 Due February 1		
Onsite Monitoring Form Only for SFAs that have more than one school/location where meals are served, as designated within the online contract. A minimum of 50% of schools participating in the SBP must also be monitored annually by February 1, with each school operating the SBP being monitored at least once every two years. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually. Keep completed monitoring forms on-file at the school site. Complete Onsite Monitoring Form for Breakfast (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sbp-onsite-monitoring.doc) and Onsite Monitoring Form for Lunch . (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/nslp-onsite-monitoring.doc). USDA has created Offsite Monitoring Fact Sheets for Child Nutrition Programs for additional guidance and best practices. (https://www.fns.usda.gov/cn/site-monitoring-fact-sheets-child-nutrition-programs) More Information on Onsite Monitoring is located on the onsite monitoring webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)	February 1		

Requirement	Due Date	Initials	Date Completed
<p>Summer Food Service Program (SFSP) and School Breakfast Program (SBP) Outreach</p> <p>SFAs must inform families of the availability of reimbursable breakfasts served under the School Breakfast Program (SBP) (https://dpi.wi.gov/school-nutrition/programs/school-breakfast) at the beginning and throughout the school year. The goal of providing school breakfast outreach is to increase participation in the SBP. Access the School Nutrition Outreach Toolkit (https://dpi.wi.gov/wisconsin-school-meals-rock/school-nutrition-professionals/school-nutrition-outreach-toolkit) through DPI Team Nutrition.</p> <p>All SFAs are required to inform households before the end of the school year of the availability and location of meals offered through the SFSP. Outreach for SFSP must be completed by all SFAs regardless of whether SFSP is offered by the SFA itself.</p> <p>Acceptable outreach activities inform families about the availability and location of summer meals prior to the end of the school year. SFAs distribute information through means normally used to communicate with households of enrolled children. This may include newsletters, automatic calling and texting services, email, or mailings.</p> <p>Additional information can be found on the Administrative Review (https://dpi.wi.gov/school-nutrition/administrative-review) webpage and the SFSP Outreach Materials (https://dpi.wi.gov/community-nutrition/sfsp/outreach) webpage.</p>	<p>SBP: Beginning and throughout the school year</p> <p>SFSP: Prior to end of the school year</p>		
<p>Professional Standards</p> <p>Complete and log appropriate number of required Professional Standards Training Hours for all school nutrition program staff and non-school nutrition program staff with job duties pertaining to school nutrition programs. (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards)</p>	June 30		
<p>Local Wellness Policy (LWP)</p> <p>Information on the LWP Content Requirements can be found on the local wellness policy webpage. (https://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)</p> <ul style="list-style-type: none"> • SFAs must annually notify the public regarding policy content. • Recommend to review annually for updates. • Assessment and evaluation of LWP is required at least every 3 years. • SFAs must also make the assessment available to the public. 	Notify the public of annual policy content and of triennial assessment when completed.		
<p>Nonprogram Food Revenue Tool () N/A</p> <p>The USDA Nonprogram Food Revenue Tool must be completed yearly, at a minimum, and kept on file. The DPI Nonprogram Food Revenue Tool/Calculator located on the DPI website aids in calculating prices of nonprogram foods and meeting the USDA nonprogram food regulation. SFAs that sell only nonprogram milk and adult meals are exempt from completing the tool. (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/non-program-food-price-calculator.xlsx)</p> <p>More Financial Management Information can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/financial-management)</p>	June 30		

Ongoing Daily and Monthly Requirements for USDA Child Nutrition Programs

Requirement	Due Date
<p>Complete Daily Menu Production Records. (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning)</p> <p>Production records are required by USDA, but there is no required standardized format. Production records should document what is prepared and served for each meal program (daily production plans, standardized recipes, Child Nutrition Labels or Product Formulation Statements). Maintain production records at SFA for three (3) years plus the current school year.</p>	Complete daily
<p>Complete and review Daily Participation Edit Check prior to submission of claim for reimbursement. Obtain daily meal counts for each school listed on Schedule A of the online contract. If using an automated accountability system, this process may be built into it. Maintain the monthly edit checks from each school at the SFA.</p> <p>A Manual Edit Check Form can be found online. (https://dpi.wi.gov/school-nutrition/program-requirements/claiming)</p> <p>An Electronic Edit Check for SFAs Operating CEP can be found online. (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/cep-editcheck.xlsx).</p> <p>SFAs operating SSO are exempt from completing an edit check, however, SFAs must ensure that meal counts match actual participation and claims reflect the number of meals served.</p>	Complete daily, review monthly
<p>Submit monthly claim for reimbursement to DPI via Online Services. Utilize the claim manual for NSLP. (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/site-based-claiming-manual.pdf)</p> <p>Claims for reimbursement cannot be submitted during the claim month of operation. The only exception is the June claim, which can be submitted after the last meal service in June. Please refer to the claiming calendar below for submission deadlines.</p> <p>SFAs blocked from submitting claims electronically should submit the claim manually before the monthly deadline (see chart below). Fax or e-mail claim to Jacqueline Jordee before the deadline at 608-267-9207 or jacqueline.jordee@dpi.wi.gov.</p>	Monthly

60 Calendar Day Cut-off Deadlines for Submitting Claims for Reimbursement

Claims for reimbursement for meals/milk served under the NSLP, SBP, Afterschool Snack Program (ASP), and Special Milk Program (SMP) must be submitted to DPI online for payment **within 60 calendar days after the end of the claiming period**. Only one claim per program is accepted per payment processing period.

Processing occurs each Tuesday morning, unless that day is a holiday, in which case the processing would happen the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal and year-end closeouts.

Claiming Month	Last Day for Receipt/Postmark of Claim
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 in leap years)

USDA Foods Distribution Program

Please review the [USDA Foods Program Timelines](https://dpi.wi.gov/school-nutrition/usda/timelines) resource for additional information. (<https://dpi.wi.gov/school-nutrition/usda/timelines>).

Information	Due Date	Submit to DPI/File at SFA
Annual USDA Foods Order Survey Order USDA Foods for the entire upcoming school year.	Late winter (exact dates provided to all School Food Authorities in mailing from DPI USDA Foods Team)	Submit to DPI Annually (https://dpi.wi.gov/school-nutrition/usda)
USDA Foods Fair Share/Bonus Surplus Order	Offered monthly, pending availability	Submit to DPI monthly via Online Services (https://dpi.wi.gov/nutrition/online-services)
USDA Foods Invoice for Total Fees Due Review the monthly USDA Foods invoice and compare to fees deducted from monthly reimbursement claims.	Available monthly online	Review Invoice and file at SFA

Simplified Program Requirements Table

Annual Requirements	Due Date	Initials	Date
USDA Child Nutrition Program Online Contract	June 11		
Community Eligibility Provision (CEP) Intent Letter () N/A	September 30		
Vended Meals or Joint Agreement () N/A	Must be uploaded before online contract can be approved		
Food Service Management Company () N/A	Must be approved before online contract can be approved		
Paid Lunch Equity Tool *for CEP Mixed Districts at the non-CEP sites, CEP data should be omitted from the weighted average	<ul style="list-style-type: none"> In the spring and/or near the end of the school year, when lunch prices are being determined for the upcoming school year. Upload into the online school nutrition program contract, for the SY paid meal prices are being determined for. PLE tool must be completed in accordance with most current USDA requirements, which are subject to change annually. 		
Free and Reduced Price Meal Applications	Released by USDA in June. Do not distribute until after July 1.		
Direct Certification (run with full enrollment)	First run: At or near beginning of school year (July – September)		
Benefit Issuance List	Prior to start of school year and as needed throughout as new documentation is received		
Unpaid Meal Charge Policy	Distribute prior to start of school year, review regularly		
Public Release	Prior to start of school year		
Food Safety Plan	Prior to start of school year		
And Justice for All Poster	Prior to start of school year		
Food Service Annual Financial Report	August 31		
Wisconsin School Day Milk Program Claim () N/A	August 31		
Elderly Nutrition Program Claim () N/A	August 31		
Afterschool Snack Program On-site Monitoring () N/A	Two reviews each school year with first review in first 4 weeks		
Civil Rights Training	Around the beginning of the school year		
Verification – start verification process	On or after October 1		
Verification – review verification materials	Between October 1 and November 15		
Verification – update benefits per verification outcome(s)	Upon completion of verification		
Civil Rights Compliance Self-Evaluation (PI-1441)	October 31		
Direct Certification (run with full enrollment)	Second run: 3 months after initial effort (October – December)		
FNS-10 Report	November 1		
FNS-828 Paid Lunch Price Report	November 1		
FNS-742 Verification Collection Report (VCR)	February 1		
On-site Monitoring Form () N/A	February 1		
Direct Certification (run with full enrollment)	<ul style="list-style-type: none"> Third run: 6 months after initial effort (January – March); Fourth run: At the end of March, or on April 1 at the latest 		
Summer Food Service Program (SFSP) Outreach	Prior to the end of the school year		
Professional Standards	June 30		
Local Wellness Policy	Annual review and public notification, triennial assessment		
Nonprogram Food Revenue Tool () N/A	June 30		

Daily and Monthly Requirement		Due Date
Daily Production Records		Complete daily
Daily Participation Edit Check		Complete daily, review monthly
Submit Monthly Claim for Reimbursement		Monthly

[Wisconsin Department of Public Instruction](http://dpi.wi.gov/school-nutrition)

<http://dpi.wi.gov/school-nutrition>

[Online Services](http://dpi.wi.gov/nutrition/online-services)

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[Child Nutrition Reports](https://dpi.wi.gov/school-nutrition/program-requirements/reporting)

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